

**Caltrans Authorization for Using Internet Extra Work Bill System**

5/21/04

**Project**

Contract EA	Co/Rte/KP	Project Name
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**Force Account Contract** ☐ **or** **TRO Contract** ☐ **Check one and Enter Markups below:**

Labor _____ %	Materials _____ %
Equipment _____ %	Subcontractor _____ %

**Project Office**

Address	Phone	FAX
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**Authorized Personnel**

The following personnel are authorized to review or approve Contractor Daily Extra Work Reports sent on the above contract.

Name	Title	Role	Phone	E-Mail
		RE		

See attached list of role descriptions, which include: EWB Entry, District Data Entry, EWB Review, Resident Engineer, Resident Engineer Authority, and Staff.

By completing this form, RE understands that the above personnel must be trained in the use of the system.

Note that if the Contractor submits hard copy reports, Caltrans personnel must create and send reports for the Contractor, based on the submitted documents. Each role has the rights of that role and all lesser roles. RE, REA and R can create and send EWB's for the contractor.

Signed:

\_\_\_\_\_  
Resident Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Construction Engineer

\_\_\_\_\_  
Date

cc: District/Region EWB Administrator

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**Role Assignments**

The following role assignments used in the EWB System:

<b>Role:</b>	<b>Actions</b>
<b>RE (Resident Engineer)</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Correct EWBs
<b>RE Authority</b>	Print, View, Create, Save, Send, Review, Reject, Revise, Approve, and Correct EWBs
<b>EWB Review</b>	Create, Save, Print, View, Send, Review, Reject, and Revise EWBs (All actions <b>except</b> Approve.)
<b>EWB Entry</b>	Create, Print, View, Save, and Revise EWBs
<b>District Data Entry</b>	Create, Send, Print, View, Save, and Revise EWBs
<b>Staff (Caltrans)</b>	Read only (Print and View)